Salary Determination Workshop

Anniversary Dates & Increment Codes, Promotions, Demotions, and Traineeships

Harvesting Knowledge

2016 Fall Conference | October 25 & 26

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Anniversary Dates & Increment Codes

CESA & PEF – Annual Employees

Anniversary Date

– The employee’s first date in their current grade.
– May be extended by complete pay periods on leaves or time spent in a lower grade.
  • Exceptions:
    – Military Leave
    – Workers’ Compensation Leave
CESA & PEF – Annual Employees

Increment Code

– Determined by the Anniversary Date
– Must have one full year of service in the Grade to be eligible for Performance Advance
– Performance Advances Paid – October or April
– 0001, 0003 or 0004 - Anniversary dates between 10/2/XX and 4/1/xx (April Cycle)
– 1001, 1003 or 0004 - Anniversary dates between 4/2/xx and 10/1/xx (October Cycle)

Management Confidential

• Anniversary Date:
  – No changes necessary

• Increment Codes
  – MC employees rated 4/1 each year.
  – Performance Advances paid in April only.
    • Must have 13 full Pay Periods in the grade in a fiscal year
  – Adjusted if employee will have less than 13 full pay periods in the fiscal year
    • Exceptions:
      – Military Leave
      – Workers’ Compensation Leave
  – 0001, 0003 and 0004
Questions?

Security Officers

Bargaining Units 01, 21, 31, 61, 91

**Anniversary Date:**
- First date in a Security Bargaining Unit
  - Adjusted for time (days) off the payroll on leave without pay or time in a non security bargaining unit
- Exceptions:
  - Military Leave
  - Workers’ Compensation Leave
- Does not change upon position change within Security Bargaining Units
- Indicates creditable service in any security bargaining unit for longevity pay purposes
Security Officers

Increment Codes

- Outlined in Payroll Bulletin #683
- Indicates performance advance and longevity pay eligibility
- Indicates status of employee’s salary
  - Base below job rate
  - Base at job rate
  - On or off step
  - Holding longevity

Security Officers

- Performance Advance
  - Paid in April only
  - 100 work days in Fiscal Year (4/1-3/31)
  - Days on Sick Leave at half pay counted as half a workday
  - Increment code is adjusted if employee will not have the required work days in fiscal year
- Longevity Pay
  - Last digit of increment code indicates the fiscal year the next payment is due based on anniversary date
  - Increment Code may require adjustment as indicated by an adjusted anniversary date
Return From Leave

Things to consider:

– What did the employee miss?
  • Did the employee earn a performance advance prior to the leave that was not paid due to the leave?

– Should the Anniversary Date and/or Increment Code be adjusted based on the requirements of the bargaining unit?
  • Does employee continue on same payment cycle or “flip” to new cycle?

– Action required:
  • To update salary—submit a PAY/CSL
  • To update Anniversary Date / Increment Code – submit DTA/CIC
    – Note: If change to salary is also necessary, all info may be updated with PAY/CSL

Questions?
Institution Teachers

Pay Basis Code:

• **CAL and 21P**
  – Must have 150 workdays in grade within the academic year for Performance Advance
  – Performance Advance paid in September only

• **CAL**
  – 9/1/xx – 6/30/xx
  – Performance advances paid on 9/1/xx

• **21P**
  – Per agency contract dates
  – Performance advances paid on contract begin date

Institution Teachers

• **Anniversary Date**
  – Not used by OSC
  – No adjustments for leave

• **Increment Code**
  – 0001, 0003 or 0004
  – Only adjusted if employee will have less than 150 days worked
Other Valid Increment Codes

- 7777
- 2222
- XX10
- 0402
- 19XX or 20XX
- 1000
- 0069

Questions?
Promotions

Position Change Considerations

- **Think about:**
  - Negotiating unit changes, if any
  - Current grade and new grade
  - Employee’s history
  - Current cycle and new cycle
  - Effective Date

- **Remember:**
  - Time in a higher grade counts for lower grade
CSEA/PEF Promotion

Salary Increase

- 1.5% for each grade advancing
- 1.5% for the promotion
- or hiring rate if better than promotion calculation
- Round up to the nearest dollar

CSEA/PEF Promotion

- Promotional Recalulation (FIS)
  - If the employee’s salary in the lower grade is less than job rate they may be eligible for a promotional recalculation
    1. Payable based on cycle of lower grade
    2. Not eligible if due performance advance in higher grade
    3. Employee is eligible even if initial salary paid upon promotion is hiring rate

- FIS Calculation
  1. Add performance advance of the lower grade to the salary prior to promotion (not to exceed job rate)
  2. Apply the promotion percentage
  3. Round up to the nearest dollar
CSEA/PEF Promotion –

at Job Rate in lower grade

Things to Consider:

– Review History
  • Is employee receiving Longevity Lump Sum (LLS)?
  • Does employee have prior service in higher grade?
  • Bargaining Unit of lower grade
    – CSEA – LLS is not included in promotion calculation
    – PEF – LLS is included in promotion calculation (PEF Portability)

PEF Promotions - Portability

In effect since 2004 contract

– PEF employees who received LLS within a year of promotion are eligible to have the LLS payment included in the promotion calculation
– Actual LLS payment amount must be added to employee’s current salary prior to applying promotion percentage
  • Payment amounts may be prorated due to part time employment
– Employee does not have to be promoted to PEF for LLS to be included in promotion calculation
M/C Promotions

• Up to grade 623:
  – 1.5 % for each grade advancing
  – 1.5 % for the promotion

• Grades 661 through 667
  – 3% for each M-grade advancing
  – 1.5% for the promotion

• M/C grades 661 – 667 comprise two grades:
  – 661 = 24/25, 662 = 26/27, etc.

M/C Promotion

• An employee in a grade 623 is promoted to grade 662
  – Employee is moving up four grades
  – Promotion is 7.5%
Security Promotions

• **Salary Increase**
  – 1 ½% for each grade promoted
  – 1 ½% for the promotion
  – Applied to the base salary

• **When holding longevity pay**
  – Remove long pay(s) held in lower grade (when promoting within security bargaining units)
  – Apply the promotional percentage
  – Add the appropriate long pay(s) from the higher grade back into the promotional salary

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Security Promotions

**Calculation**

– **Not holding longevity**
  • Base salary x promotion % = promotional salary

– **Holding longevity**
  • (Prior salary – longevity amount held) x promotion % + longevity of higher grade = promotional salary
Security Promotion

Promotion procedure for employees holding longevity pay

Salary
- Remove Longevity Pay Held
  Base Salary for Calculation
× Promotion %
  Base Promotional Salary
+ Add Longevity Pay of Higher Grade
  Promotional Salary

Security Promotions

When promoting to a non security position (PEF, CSEA or M/C)

– Do not remove long pays
– Promotion % is applied to salary (base and long pay)
Questions?

Demotions
Demotions

Requires reconstruction

– Employee is credited for service in an equal or higher grade as the demotion grade
– Review History - Does employee have service in the same grade as grade of demotion?
  • If yes – reinstate salary and reconstruct based on rules of that bargaining unit and then lateral to new position
– Note the Bargaining Unit
– Build the salary of the lower grade giving credit for performance advances based on creditable service

Demotions

Example: Employee demoted from a PEF grade 18 to PEF grade 15 and has prior service in CSEA grade 15

– Reinstate prior CSEA grade 15 salary
– Build up salary to current giving performance advance credit for service in the CSEA grade 15 and PEF grade 15 (as if grade 15)
– Then treat like Lateral to PEF
Pelligrini/Dalton Ruling

Outlined in Payroll Bulletin No. 702

– Effects employees moving between bargaining units with different raise percentages within a fiscal year
– Take away the raise of the grade promoting from
– Calculate the promotion
– Add the raise of the bargaining unit promoting to, if applicable

Questions?
Traineeships

Traineeships - General

• Cannot promote when entering into a traineeship
• Employee may hold salary of prior grade equal to or lower than grade of full title
• If prior grade is higher than the grade of full title – reconstruct salary using demotion rules
• Time in a Traineeship is adjusted due to Leave.
Traineeships - General

• May receive a Performance Advance of prior grade earned before entering a traineeship - must be payable before due increases from traineeship.
• Not to Exceed (NTE) = Job Rate of full title
• Increase Upon Completion – must have prior graded service and moving from lower grade to higher grade
• If appointed off an eligible list before completion of the traineeship – may promote from prior grade. Build up from prior position then promote.

CSEA Traineeships

• Most traineeships are 52 weeks long
• Dev. Asst, DDSCTA, MHTA and Direct Support Asst may advance early between 6 – 9 months and Dev. Asst. may extend up to 15 months.
• General Comments should be entered when a traineeship is early advanced or extended.
• Promotion Method used when advancing only if employee held prior graded money that was at or above the NTE amount.
CSEA Traineeships

Appointment to Traineeship

New

Prior graded service in grade lower than full title

Prior graded service in grade equal to full title

Prior grade service in grade higher than full title

Hiring rate of traineeship

Entitled to greater of Hiring Rate of traineeship OR hold attained salary

Hold attained salary OR Hiring of Traineeship

Reconstruct salary appropriate to grade of full title (demotion rules)

Service Payment due after 52 weeks:

Service Payment due after 52 weeks (up to NTE)

Service Payment due after 52 weeks (Up to NTE)

Advancing to full title - Hiring rate of the full title

Advancing to full title - Attained salary + Increase Upon Completion OR Hiring Rate of Promotion Method (if no trainees received during traineeship)

Advancing to full title - Attained salary (refer to Same Grade to Same Grade Rules)

Advancing to full title - Attained salary (refer to Same Grade to Same Grade Rules)

Developmental Assistant

Appointment into Traineeship

New

Prior service in a grade lower than title

Prior service in a grade equal to the full title

Prior service in a grade higher than the full title

Hiring Rate Gr 12 + Service Payment Amount

Employee entitled to the greater of Hiring Rate Gr 12 + Service Payment OR Attained Salary + Service Payment Amount (Up to NTE)

Entitled to the greater of Hiring Rate Gr 12 OR Attained Salary + Service Payment Amount (Up to NTE)

Reconstruct salary appropriate for Grade of Full Title (demotion rules) + Service Payment Amount (Up to NTE)

After required competencies are completed add Service Payment amount (up to NTE) using PAY/SIC

After required competencies are complete add Service Payment amount (up to NTE) using PAY/SIC

After required competencies are complete add Service Payment amount (up to NTE) using PAY/SIC

Advancing to the full title - Increase upon completion OR Hiring Rate of the Gr 12

Advancing to the full title - Attained salary + Increase Upon Completion OR Hiring Rate of the Gr 12

Advancing to the full title - Attained salary (refer to Same Grade to Same Grade Rules)

Advancing to the full title - Attained salary (refer to Same Grade to Same Grade Rules)
Developmental Disabilities Secure Care Treatment Aide

Appointment into Traineeship

- New
- Prior graded service in grade lower than the full title
- Prior graded service in grade equal to the full title
- Prior graded service in grade higher than the full title
- Has prior service in Direct Support Assistant title

Entitled to the greater of Hiring Rate or Gr E ($10) Attained Salary

- After required competencies are complete: Add Service Payment amount (up to NTE) using PAY/SIC.

Advancing to Full Title salary goes to Hiring Rate of the Gr 11 (no service payment).

Advancing to the full title--increase upon completion of Hiring Rate of the Gr 12.

Reconstruct salary appropriate for Grade of Full Title (like demotion)

Credited with required competencies immediately upon appointment. Include SIC amount (if to NTE) in initial salary / proceed based on prior grade

PEF/MC Traineeships

- Equated to Grade – Effective April 2016 all traineeships are equated to grade
  - Prior to April 2016 certain traineeships were non-equated (different rules).
- Rated every 26 weeks – rating must be entered in General Comments
- Must be rated “Outstanding” or “Sub-exceeds” to receive performance advance
  - Performance Advance is added to attained salary or hiring rate of next level if “double outstanding”
- Advance Placement or Early Advancement is allowed
- General Comments should be entered for Advance Placement, Early Advancement, extending traineeship and ratings
PEF/MC traineeships

Appointment to Trainee I

- New
  - Prior graded service in grade less than the grade of full title

- Hiring rate of equated grade

- Prior graded service in grade equal to full title

- Hiring Rate of the equated grade or holds attained salary

- Prior graded service in grade greater than the full title

- Hiring Rate of equated grade or holds attained salary

- Reconstruct as grade of full title (demotion rules)

26 Week Rating:
- “Outstanding” – add performance advance of Trainee I (up to NTE)
- “Meets” – No change in salary

PEF/MC Advance to Trainee II

52 Weeks - Advancing to Trainee II

- Rated Outstanding
  - Hiring rate of the Trainee II + Trainee I Performance Advance OR Current salary + Trainee I Performance Advance (up to NTE)

- Rated Meets
  - Hold current salary OR Hiring Rate of the Trainee II
PEF/MC Traineeships – At 78 Weeks
Not “Fast Tracked”

78 Week Rating
(not fast tracking – remains at Trainee II level)

- Rated Outstanding
  - Attained salary + Performance Advance of Trainee II

- Rated Meets
  - Continues at same salary

PEF/MC traineeships – at 78 Weeks
”Fast Tracked”

Mandatory Advanced to Full Title at 78 Weeks

- No Prior graded service
  - Must be rated outstanding at 52 and 78 weeks
    - “Double Outstanding” - Receives a Trainee II performance advance + current salary (up to NTE) + Increase Upon Completion or a Trainee II Performance advance added to hiring rate of target position

- Prior graded service
  - Must be rated outstanding at 52 and 78 weeks
    - “Double Outstanding” - Receives a Trainee II performance advance + current salary (up to NTE) + Increase Upon Completion or a Trainee II Performance advance added to hiring rate of target position
PEF/MC Traineeship—Advancing to Full Title

Traineeships – Same Grade to Same Grade

At Time of Appointment
• Grade immediately prior to appointment is equal to or higher than grade of full title
  – If prior grade is equal – may hold salary or is due hiring rate of traineeship
  – If prior grade is higher – reconstruct salary for grade of full title (demotion rules)

During Traineeship
• Employee may receive performance advances or service payments (up to the NTE)
• May receive a performance advance earned prior to entering traineeship if payable prior to trainee performance advance is due
Traineeships – Same Grade to Same Grade

Upon advancement to full title:

– No Increase Upon Completion
– Performance advance of full title may be due
  • Payable only if no increases paid due to traineeship
  • Only one performance advance may be applied (up to NTE)
  • Employee retains anniversary date and increment code
– Not eligible for performance advance if received increases during traineeship – Keeps attained salary and is assigned new anniversary date and increment code based on date of advancement

Questions?
Thank you!

Questions can be sent to:

payrollearnings@osc.state.ny.us
Salary Determination Workshop

NS to Grade
Civil Service Employee’s Association, Public Employees Federation & Management Confidential

Types of NS to Grade Situations

• Employee held a graded position before appointment to the NS position

• Employee held only a NS position, either or both annual or hourly before moving to the graded position
Types of NS to Grade Situations

Employee held a graded position before appointment to the NS position

– If the prior grade is lower than or equal to the new grade
  • Reinstate to prior graded position and, using the NS service when at least equal to the hiring rate of the prior grade, bring to current. At that point the employee can be promoted or laterally moved into the new grade.

– If the prior grade is higher than the new grade
  • Use all higher graded and NS service to demote.

• Employee held only a NS position, either or both annual or hourly before moving to the graded position.
NS Moving to Grades

• It’s not where you are going, but where you are coming from.
• The bargaining unit of the NS position determines which rules to follow.

Calculation Method
Determine Type of Appointment (Promotion, Demotion, Lateral)

Use the NS position in effect **immediately prior** to the move to the graded position to determine the type of appointment.

If the ‘immediately prior’ position is:

**Annual NS Equated to Grade**

– Compare the equated grade of the NS position to the NEW graded position to determine if the appointment is a promotion, demotion or lateral.
If the ‘immediately prior’ position is:

**Annual NS Not Equated to Grade**

– Assign the NS salary to the highest grade level using the Hiring Rate.
– Compare the assigned grade to the NEW graded position to determine if the appointment is a promotion, demotion or lateral.

If the ‘immediately prior’ position is:

**Hourly NS**

– Convert the Hiring Rate of the NEW graded position to an hourly rate by dividing by 2088.
– Compare the resultant hourly rate to the employee’s CURRENT hourly rate to determine if the appointment is a promotion, demotion or lateral.
Calculate New Salary

Based on the type of appointment and the ‘immediately prior’ position, calculate the new salary.

Type of Appointment = Promotion

From any NS Position:

- **Annual NS Equated to Grade**
  - Use the equated grade to determine the appropriate promotion percentage.
  - The employee may be eligible for a promotion recalculation.
Type of Appointment = Promotion

- **Annual NS Not Equated to Grade**
  - Use the assigned grade to determine the appropriate promotion percentage.

Type of Appointment = Promotion

- **Hourly NS**
  - Convert the employee’s hourly rate to an annual salary by multiplying by 2088.
  - Assign this salary to the highest grade level using the Hiring Rate.
  - Use the assigned grade to apply the appropriate promotion percentage.
Type of Appointment = Promotion

- The Anniversary Date will be the effective date of the promotion to the new graded position and will determine the employee’s Performance Advance cycle and Increment Code.

Type of Appointment = Lateral or Demotion

From Annual NS Position:

- Reconstruct the salary beginning with the Hiring Rate of the graded position giving credit for all service where the salary (including hourly and annual) is at least equal to the Hiring Rate of the graded position.
Type of Appointment = Lateral or Demotion

- Upon reconstruction, the salary should be limited to the Job Rate of the graded position but may exceed the employee’s last NS salary.
- If the employee is eligible, longevity payments should be included in the reconstruction.

Type of Appointment = Lateral or Demotion

- The Anniversary Date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.
- The Anniversary Date will determine the employee’s Performance Advance cycle and Increment Code.
Type of Appointment = Lateral or Demotion

From an hourly NS Position:

• Use only those hours paid where the employee’s hourly rate is at least equal to the Hiring Rate of the graded position.
• Do not include hours paid as overtime.
• Query to identify hours worked
  – Q91_IND_RGH_HIST_NS_GRADE

Type of Appointment = Lateral or Demotion

• Hourly employees who have not had hours reported during the last year prior to the appointment will be considered to have a break in service of one or more years whether or not the employee was actually terminated from the payroll. Credit for service prior to the break will not be counted.
Type of Appointment = Lateral or Demotion

• The number of creditable hours reported by the agency will be divided by the employee’s required hours per day (7 ½ or 8) to determine the number of full work days to be used as creditable service.
• NS service in hourly and annual positions can be combined to determine the amount of creditable service.

Type of Appointment = Lateral or Demotion

• It is the appointing agency’s responsibility to report all qualifying hours and the employee’s required hours per day to be used in determining creditable service including hours worked in another agency.
Type of Appointment = Lateral or Demotion

• Reconstruct the salary beginning with the Hiring Rate of the graded position giving credit for all service where the salary is at least equal to the Hiring Rate of the graded position.
• Upon reconstruction, the salary should be limited to the Job Rate of the graded position but may exceed the employee’s last NS salary.

Type of Appointment = Lateral or Demotion

• The Anniversary Date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.
• The Anniversary Date will determine the employee’s Performance Advance cycle and Increment Code.
• If the employee is eligible, longevity payments should be included in the reconstruction.
Calculations Specific to Public Employees Federation

Longevity Lump Sum (LLS) Payment

• Type of Appointment = Promotion
  – The LLS portability will be factored in the promotion calculation.

• Type of Appointment = Lateral or Demotion
  – If the employee has the required years at Job Rate, the LLS will be paid [after six (6) pay periods.][the following April.]
Institution Teachers

Summer Session

– NS to Grade rules do not apply to appointments from a Summer Session position to a graded position.
– Summer Session hours cannot be used as creditable service.

Institution Teachers

• If the NS position is a teaching title, the factor is 1736; if the NS position is a non-teaching title, the factor is 2088.
• Creditable service in an NS position will only be counted if it totals at least 150 days during each individual academic year.
M/C Eligibility, per Payroll Bulletin 682

• Employees must continuously occupy the same unallocated (NS) position:
  – In the same title;
  – Within the same agency/appointing authority;
  – Within the same negotiation unit;

M/C Eligibility (Continued)

• At the same salary or equated salary grade level (excluding normal Performance Advances and general salary increase);
• In continuously Active paid status (Active, Paid Sick Leave, Workers’ Comp Leave, Military or Military Stipend Leave);
M/C Eligibility (Continued)

• For a minimum of one (1) calendar year on a full-time basis, and
• With no reduction/change in percentage of time worked during the above-mentioned calendar year.

M/C Eligibility (Continued)

• Employees on approved VRWS are considered to be qualified as continuously occupying a position
• Termination or Resignation from an NS position and then reappointed to the same position on a later date constitutes a break in pay status and not qualified for the NS calculation
Determine eligibility: New or Old Rules?

New” Rules - M/C Employee meets criteria per bulletin 682

- **Determine if promotion, demotion or lateral**
  - Promotion – same procedure as with other bargaining units
  - Demotion – Reconstruction or employee may hold last NS salary not to exceed Job Rate of the new graded position
  - Lateral – Employee may hold last NS salary not to exceed Job Rate of the new graded position

Remember

- Employees who move from bargaining units other than M/C must be calculated using the methods for either CSEA or PEF
- It's not where you are going but where you are coming from
**IMPORTANT**

*Always, Always, Always*

Enter General Comments for all NS to Grade calculations

**TOOLS**

Currently Available

- RGH Query – Q91_IND_RGH_HIST_NS_GRADE
  (to determine the number of hours to be used for creditable workdays)

Under Construction

- NS to Grade Anniversary Date Calculator
NS to Grade Questions

Please refer to these bulletins
• Payroll Bulletin No. 682 - M/C NS to Grade bulletin
• Payroll Bulletin No. 835 - CSEA NS to Grade bulletin
• Payroll Bulletin No. 882 - PEF NS to Grade bulletin
before contacting the Earnings Unit.

Call for Assistance With
• Complex situations
• Employee’s with extensive histories
• CSEA Longevity
• Any M/C Hourly NS to Grade
How to get help with Salary Questions

- Send an email to Payrollearnings@osc.state.ny.us
- Call a staff member from the Earnings Unit.

QUESTIONS?